MINISTRY OF DEFENCE OF UKRAINE
MILITARY ACADEMY (Odesa)

REGULATIONS
on the Development of Key Documents for Organizing and
Educational-Methodological Support of the Educational Process at the
Military Academy (Odesa)

Odesa
2025

MINISTRY OF DEFENCE OF UKRAINE
MILITARY ACADEMY (Odesa)

Implemented by the order of the
Commandant of the Military Academy
(Odesa)
"___"_____ 2025, No. ___

REGULATION
on the Development of Key Documents for Organizing and
Educational-Methodological Support of the Educational Process at the
Military Academy (Odesa)

Approved
by the Academic Council
of the Military Academy (Odesa)
"___"_____ 2025, No. ___

The Regulation on the Development of Key Documents for Organizing and Educational-Methodological Support of the Educational Process at the Military Academy (Odesa) were developed by a team of employees under the general supervision of the Deputy Academy Commandant for Education, Doctor of Pedagogical Sciences, Professor, Colonel O. Maslii.

Development Team:

- Colonel A. Boyarsky – Head of the Academy's Educational Department;

- Lieutenant Colonel V. Slatvinsky – Deputy Head of the Educational Department;

- Lieutenant Colonel S. Kushko – Senior Assistant to the Head of the Educational Department;

- Armed Forces of Ukraine Employee V. Mudrov – Head of the Educational and Methodological Department;

- Armed Forces of Ukraine Employee S. Klyuchnyk – Methodologist of the Educational and Methodological Department.

CONTENTS

GENERAL PROVISIONS

1.1.

The Regulation on the development of key documents for the organization and educational-methodological support of the educational process at the Military Academy (Odesa) (hereinafter referred to as the "Regulation") is introduced to improve the unified system of developing and formalizing educational and methodological documents at the Military Academy (Odesa) (hereinafter referred to as the "Academy").

1.2.

This Regulation are developed in accordance with the Constitution of Ukraine, the Laws of Ukraine "On Education," "On Higher Education," regulatory and legal acts of the Ministry of Education and Science of Ukraine (hereinafter referred to as the "MES of Ukraine") and the Ministry of Defense of Ukraine (hereinafter referred to as the "MoD of Ukraine"), the regulation on the organization of the educational process at the Military Academy (Odesa), and other guiding documents that regulate the peculiarities of the educational process in higher military educational institutions of the Ministry of Defense of Ukraine, military educational units of higher education institutions, and institutions of professional pre-higher military education.

1.3.

The main objectives of implementing this Regulation in the Academy's educational process are:
- Establishing unified requirements for the content and formatting of educational and methodological documentation within the Academy's educational units.
- Enhancing the quality of student training by applying a systematic approach to the educational-methodological support of the educational process.
- Creating a mechanism for analyzing the quality of educational-methodological (methodological) documents and materials.

1.4.

The implementation of educational-methodological support for the educational process in accordance with this Regulation is an integral part of the internal quality assurance system of educational activities and higher education at the Academy.

1.5.

The requirements of this Regulation are mandatory for all institutes, faculties, and departments of the Academy.

2. FORMS OF KEY DOCUMENTS FOR ORGANIZING AND EDUCATIONAL-METHODOLOGICAL SUPPORT OF THE ACADEMY'S EDUCATIONAL PROCESS

2.1.

Plan of Key Activities of the Military Academy (Odesa) for the Academic Year – Appendix 1.

The annual plan of key activities is structured into sections: educational activities, scientific and scientific-technical activities, methodological activities, internal quality assurance measures for educational activities and higher education, moral and psychological support, material and technical support, and other organizational activities.

2.2.

Monthly Calendar Plan of Key Activities of the Military Academy (Odesa) – Appendix 2.

The monthly calendar plan is developed by the Academy's headquarters by the 23rd of each month. It is based on the annual plan of key activities of the Military Academy (Odesa) and the directives of higher command and Academy leadership. This calendar plan serves as the primary document for drafting the monthly calendar plan of key activities for institutes, faculties, and departments.

2.3.

Academic Calendar of the Military Academy (Odesa) for the Academic Year – Appendix 3.

The academic calendar is an Academy document that defines the schedule for theoretical instruction, practical training, semester assessments (examination sessions), preparation of qualification papers, certification, student vacations, independent study (for part-time education), and research activities of adjuncts.

It is compiled annually, signed by the Deputy Academy Commandant for Education, and approved by the Commandant of the Academy.

To account for the specific organization and implementation of the educational process, as well as the necessary detailing of activities, the Academy's structural units (institutes, faculties, and professional development centers) may draft their own academic calendars for educational programs and courses (study years). These documents must be signed by the head of the respective unit and approved by the Deputy Academy Commandant for Education.

2.4.

Academic Performance Record of Students – Appendix 4.

The academic performance record is used for exams, retakes, and assessments.

Prior to an exam or assessment, the educational unit of the institute or faculty prepares academic performance records in the prescribed format in two copies, signed by the head of the institute or faculty, and registered in the "Journal of Registration of Academic Performance Records of Students of the Institute/Faculty for the Academic Year."

2.5. Consolidated Data on Examination and Assessment Results for the Semester (Academic Year) – Appendix 5.

The consolidated data on examination and assessment results for the semester (academic year) is processed using the MS Excel application or a newer version and printed in A4 landscape format (210 × 297 mm).

The consolidated data, stored in the Academy's academic department, is signed by the Deputy Academy Commandant for Education and the Head of the Institute (Faculty). At the institute and faculty level, it is signed by the Head of the Institute (Faculty) and the Deputy Head of the Institute (Faculty) for Academic and Research Affairs – Head of the Academic Division.

2.6. Class Schedule – Appendix 6.

The class schedule is a planning document for organizing the educational process at the Academy (Institute, Faculty).

It is compiled by the academic division (department) of the institute, faculty (professional development center) in coordination with the Academy's academic department for a semester (half-year, professional military education course, or advanced training course). The schedule is signed by the head of the structural academic unit of the Academy (institute, faculty, professional development center), approved by the Deputy Academy Commandant for Education, and, in cases related to adjunct training, signed by the Head of the Research and Organization Department and approved by the Deputy Academy Commandant for Research. The final approval is granted by the Commandant of the Academy.

If combat vehicle driving, live-fire exercises, or other practical training activities are planned, a monthly class schedule is permitted.

The class schedule includes:
- Numbers and names of student educational units.
- Name of the academic discipline or its conditional designation.
- Date, location, topic number, and type of lesson.
- Instructor's name.

Tactical, tactical-special, command and staff exercises, electives, simulators, and war games are conducted continuously according to their respective plans.

The class schedule is communicated to academic staff and student units in an established manner 10 days before the start of the academic semester (half-year).

It must also be approved by the heads (chairs) of departments.

An appendix to the class schedule is the **examination session schedule**, which is signed by the head of the institute or faculty. The format of the examination session schedule is detailed in **Appendix 7**.

2.7. Work Plan of the Academy's Academic Council for the Academic Year – Appendix 8.

The Work Plan of the Academy's Academic Council for the academic year is drafted by the Academic Secretary, discussed at an Academic Council meeting, and approved by the Commandant of the Academy.

It is developed for the academic year and approved at the first Academic Council meeting of the new academic year. The status of each plan item is recorded by the Academic Secretary, including the protocol number and date of the meeting where the issue was discussed or reasons for its removal from the agenda.

The Work Plan of the Academic Council includes only the most critical key issues mandated by governing documents or those necessary for the Academy's effective operation. All other matters are addressed in the agenda of the Academic Council meeting under the section **"Miscellaneous."**

2.8. Minutes of the Academic Council Meeting – Appendix 9.

The minutes of the Academic Council meeting are recorded by the Academic Secretary and serve as an official report. The minutes are approved by the Commandant of the Academy.

2.9. Extract from the Minutes of the Academic Council Meeting – Appendix 10.

If necessary, an extract from the minutes of the Academic Council meeting may contain more detailed information (e.g., who spoke and what was noted). However, this document is a direct copy of the minutes and must precisely reproduce the relevant sections of the original document without free interpretation. The extract is prepared by the Academic Secretary and signed by the Chair of the Academic Council and the Academic Secretary.

2.10. Registration Sheet of the Academic Council Meeting – Appendix 11.

The registration sheet for the Academic Council meeting is prepared by the Academy's Academic Secretary.

2.11. Academic Transcript Issuance Register – Appendix 12.

The academic transcript issuance register is used to record the issuance of academic transcripts to students. It is maintained by the Academy's academic department.

2.12. Educational Program for Student trainings – Appendix 13.

The educational program for **trainings** is a document that regulates the procedure for conducting a specific type of practical training for students.

The **training** program must:

- Comply with the requirements of the relevant educational program and professional standards, ensuring the acquisition of specific professional competencies by students.
- Include a description of the procedures and specific criteria for evaluating the outcomes of the educational internship.

2.13. Educational Program for Military Internships – Appendix 14.

The educational program for military internships is a document that regulates the procedure for conducting a specific type of practical training for students.

The military internship program must:

- Comply with the requirements of the relevant educational program and professional standards, ensuring the acquisition of specific professional competencies by students.
- Include a description of the procedures and specific criteria for evaluating the outcomes of the military internship.
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2.14. Regulations on the Institute, Faculty, and Professional Development Center – Appendix 15.

The regulations on the institute, faculty, and professional development center define the fundamental principles of their activities in organizing the educational process at the respective levels.

2.15. Plan of Key Activities for the Institute, Faculty, and Professional Development Center for the Academic Year – Appendix 16.

The plan of key activities for the institute, faculty, and professional development center for the academic year is structured into the following sections: educational activities, scientific and research activities, methodological activities, internal quality assurance measures for educational activities and higher education, moral and psychological support, material and technical support, professional development of academic staff, and other organizational activities.

2.16. Monthly Calendar Plan of Key Activities for the Institute, Faculty, and Professional Development Center – Appendix 17.

The monthly calendar plan of key activities for the institute, faculty, and professional development center is prepared by the academic division of the respective unit by the 26th of each month and includes the most important activities. It is based on the **Monthly Calendar Plan of Key Activities of the Military Academy (Odessa)**, the **Annual Plan of Key Activities of the Institute, Faculty, and Professional Development Center**, and instructions from senior

command and leadership. The calendar plan serves as a key document for developing the monthly calendar plan of the department.

The monthly calendar plan of key activities for the institute, faculty, and professional development center is signed by the head of the respective unit and approved by the Commandant of the Academy.

2.17. Annual Report on the Activities of the Institute or Faculty – Appendix 18.

The primary reporting document on the activities of the institute or faculty for the academic year, covering key aspects of the educational process. It is reviewed and approved by the Academic Council of the institute or faculty.

2.18. Work Plan of the Academic Council of the Institute or Faculty for the Academic Year – Appendix 19.

The work plan of the Academic Council of the institute or faculty for the academic year is drafted by the Academic Secretary, discussed at the Academic Council meeting, and approved by the head of the institute or faculty.

The work plan is created for the academic year and is approved at the first Academic Council meeting of the new academic year. The Academic Secretary records the execution of plan items, noting the protocol number and the date of the meeting where the issue was discussed or the reasons for its removal from the agenda.

The work plan includes only the most critical issues required by regulations or essential for the institute's or faculty's operations. All other issues are addressed under the "Miscellaneous" section of the meeting minutes.

2.19. Minutes of the Academic Council Meetings of the Institute or Faculty – Appendix 20.

The minutes of the Academic Council meetings are recorded by the Academic Secretary and serve as an official report. The minutes are approved by the head of the institute or faculty.

2.20. Extract from the Minutes of the Academic Council Meeting of the Institute or Faculty – Appendix 21.

If necessary, an extract from the minutes may contain more detailed information (e.g., who spoke and what was noted). However, this document is an exact copy of the minutes and must accurately reproduce the relevant sections of the original document without interpretation. The extract is prepared by the Academic

Secretary and signed by the Chair of the Academic Council and the Academic Secretary.

2.21. Registration Sheet Format for the Academic Council Meeting of the Institute or Faculty – Appendix 22.

The registration sheet for the Academic Council meeting is prepared by the Academic Secretary of the institute or faculty.

2.22. Student Record Book – Appendix 23.

This document is used to record the results of final assessments and student certification.

The student record book is issued to first-year students during the first semester, no later than one month before the first examination session. Entries must be made using black, blue, or violet ink. Unauthorized corrections are not allowed.

Instructors record grades (according to the national grading scale) and points obtained in final assessments and certification for all courses, internships, practical training, coursework projects, and certification exams. Grades are entered on the corresponding page of the semester in which the course was taken.

If a student is expelled before completing their degree, the record book must be returned to the academic office.

A duplicate of the record book is issued only based on an order from the Head of the Military Academy. The duplicate must be marked "Duplicate," and all academic performance data must be transferred based on previous academic records.

Upon completing an educational program, the student record book must be returned in exchange for a diploma.

Format: 105 × 148 mm.

2.23. Student Academic Record – Appendix 24 (Bachelor), Appendix 25 (Master).

The student academic record is used to document the student's academic progress throughout their time at the Academy. It is maintained in the academic office and stored as an official document.

Corrections must be justified and signed by the head of the institute or faculty. Information is recorded electronically, and examination results are printed at the end of each academic year.

2.24. Attendance and Academic Records Journal for Professional Development Courses – Appendix 26.

The attendance and academic records journal is the primary document for tracking class attendance and independent study in professional development courses.

The student roster is compiled by the Course Head, and changes can only be made by them.

Academic staff are responsible for maintaining the "Class Attendance" section, ensuring that each entry includes the lesson number, title, and assignment for independent study.

The Course Head is responsible for tracking independent study. Supervisors must regularly check the quality of journal entries.

Attendance Notations:
- Hospital – H
- Infirmary – Inf.
- Clinic – Cl.
- Duty – D
- Leave – L
- Business trip – BT

Class Types:
- Lecture – L
- Group session – GS
- Group exercise – GE
- Laboratory – Lab
- Practical – P
- Seminar – S
- Tactical training – TT
- Tactical-special training – TST
- Tactical exercises – TE
- Tactical-special exercises – TSE
- Drills – D
- Individual lesson – IL
- Command-staff training – CST
- War game – WG
- Military-special game – MSG
- Consultation – C

The number of academic hours per session is recorded as a fraction: the numerator represents hours for the current lesson, while the denominator represents cumulative hours since the start of the semester.

The journal consists of the following sections:
- Class attendance tracking
- Independent study tracking
- Journal quality control

It is stored by the Course Head, and during training, a designated student is responsible for maintaining it.

2.25. Training Record Journal for Initial Military-Professional Training – Appendix 27

The training record journal is the primary document for recording conducted training sessions and independent work of education seekers during initial military-professional training.

The list of personnel in the training group is compiled by the management of the initial military-professional training. Changes to the list can only be made by the management.

Responsibility for maintaining the "Training Record" section lies with academic and teaching staff. When filling out this section, the academic instructor must indicate:

1. The topic number and session title.
2. The assigned independent work for the session.

Responsibility for recording independent work is assigned to the commanders of the education seekers' units. The management of initial military-professional training must regularly verify the journal's accuracy.

The journal uses the following abbreviations:

- **Absences**: hospital – H, infirmary – Inf., clinic – Cl., duty – D, leave – Lv, business trip – BT.
- **Types of lessons**: lecture – L, group session – GS, group exercise – GE, laboratory – Lb, practical – Pr, seminar – S, tactical session – TS, tactical-special – Tsp, tactical training – TT, tactical-special training – TST, drill – D, individual lesson – IL, command-staff training – KST, war game – WG, military-special game – MSG, consultation – K.

The number of training hours per discipline from the second session onward is recorded as follows:

- **Numerator** – number of hours for the current session.
- **Denominator** – total accumulated hours since the start of initial military-professional training.

The training record journal consists of the following sections:

- Training record.
- Independent work record.
- Journal quality control.

The training record journal is kept by the unit commander. During training sessions, it is issued to an education seeker designated by the management of initial military-professional training.

2.26. Training Record Journal for the Academic Year – Appendix 28

The training record journal is the primary document for tracking conducted training sessions and independent work of education seekers throughout the academic year.

The list of personnel in the training group is compiled by the academic department of the institute or faculty. Changes to the list can only be made by the head of the academic department.

Responsibility for maintaining the "Training Record" section lies with academic and teaching staff. When filling out this section, the instructor must indicate:

1. The topic number and session title.
2. The assigned independent work for the session.

Responsibility for recording independent work lies with unit commanders, curators of training groups of Ukrainian citizens enrolled in the officer reserve program. Officials at the course level and above must regularly check the journal's accuracy.

The journal uses the following abbreviations:

- **Absences**: hospital – H, infirmary – Inf., clinic – Cl., duty – D, leave – Lv, business trip – BT.
- **Types of lessons**: lecture – L, group session – GS, group exercise – GE, laboratory – Lb, practical – Pr, seminar – S, tactical session – TS, tactical-special – Tsp, tactical training – TT, tactical-special training – TST, drill – D, individual lesson – IL, command-staff training – KST, war game – WG, military-special game – MSG, consultation – K.

The number of training hours per discipline from the second session onward is recorded as follows:

- **Numerator** – number of hours for the current session.
- **Denominator** – total accumulated hours since the beginning of the semester.

The training record journal consists of the following sections:

- Training record.
- Independent work record.
- Practical training activities of education seekers.
- Training sessions conducted by contracting entities.
- Journal quality control.

The training record journal is kept in the academic department of the institute or faculty. During training sessions, it is issued to an education seeker appointed by the order of the academy's head for the academic year.

2.27. Department Regulations – Appendix 29

The Department Regulations define the fundamental principles of the department's activities in organizing the educational process at the departmental level.

2.28. Department's Main Activities Plan for the Academic Year – Appendix 30

The department's main activities plan for the academic year is developed by the department's leadership based on the approved plans of the academy and the institute (faculty) for the academic year. The plan includes the following sections:
- Department's tasks for the academic year
- Allocation of time by activity type for academic staff
- Educational activities
- Methodological activities
- Research and scientific-technical activities
- Internal quality assurance measures for educational activities and higher education
- Moral and psychological support measures
- Professional development of academic staff
- Organizational and other activities
- Material, technical, and informational support measures for educational activities
- Other relevant activities

The department's main activities plan is signed by the head of the department and approved by the head of the institute (faculty). The plan for general academy departments is signed by the head of the department and approved by the deputy head of the academy for academic affairs.

2.29. Department's Monthly Activities Calendar Plan – Appendix 31

The department's monthly activities calendar plan is developed by the 28th of each month and includes the most important activities related to:
- Educational processes
- Methodological activities
- Research and scientific-technical activities
- Internal quality assurance measures for education
- Moral and psychological support
- Professional development of academic staff
- Organizational and other activities
- Material, technical, and informational support for education

The plan is based on the academy, institute (faculty), and department's annual activities plan, as well as orders from higher command and the leadership of the academy, institute (faculty).

The calendar plan is prepared in two copies:
1. One for the institute (faculty)
2. One for the department

It is signed by the head of the department and approved by the head of the institute (faculty).

2.30. Individual Work Plan and Its Record for the Academic Year – Appendix 32

The individual work plan of an instructor and its record must be developed and approved before the beginning of the academic year.

The individual plan outlines all planned and completed activities, including:
- Educational activities
- Methodological activities
- Research and scientific-technical activities
- Other activities (moral and psychological support, student group mentorship, improvement of material and technical resources, individual training, etc.)

The individual work plan and its record are approved by the head of the department. The individual plan of a department head under the institute (faculty) is approved by the institute (faculty) head. For general academy departments, the plan is approved by the deputy head of the academy for academic affairs.

Each academic staff member must summarize and complete the respective sections of their individual plan no later than five days after the end of the academic semester, based on the actual workload performed.

The individual plans are submitted for review as follows:
- General academy departments – to the academic department of the academy
- Institute (faculty) departments – to the academic office of the institute (faculty)

Individual plans are stored in the department's academic offices as reporting documents, with storage duration determined by relevant regulations of the Ministry of Defense of Ukraine.

2.31. Minutes of Department and Interdepartmental Subject-Methodological Commission Meetings – Appendix 33

The minutes of department and interdepartmental subject-methodological commission meetings are recorded by the secretary and serve as official records.
- Department meeting minutes are recorded by the department secretary or a designated person and approved by the department head.
- Minutes of interdepartmental and interdisciplinary subject-methodological commissions are approved by the respective commission head.
- The minutes must be signed by the secretary and approved by the department head.

The minutes document the progress and outcomes of department and commission meetings. They include records of discussions, statements, and decisions made, based on notes and transcripts from the meetings.

2.32. List of Qualification Thesis Topics by Educational Program – Appendix 34

The topics for qualification theses are formulated at the department level with the participation of officials from military administration bodies, structural units of the Ministry of Defense of Ukraine, and the General Staff of the Armed Forces of Ukraine, to which the academy is subordinate or for which military specialists are being trained.

Education seekers are allowed to propose their own thesis topics, provided they justify the relevance and feasibility of their research.

2.33. Reporting Materials on the Professional Development of Academic (Teaching) Staff of the Department – Appendix 35.

Academic staff members who have completed professional development training prepare a report detailing the implementation of all sections of the training plans and programs, as well as proposals for integrating their learning outcomes into the educational process. The results of the training are defended at a department meeting where the academic staff member is employed. The department decides whether to approve or reject the professional development report (or request revisions if necessary) and provides recommendations for implementing the acquired knowledge to enhance the educational process and research activities.

Based on the department's decision, the report is signed by the Head of the Department and approved by the by the Commandant of the Academy. Within one week after completing the professional development training, the academic staff member must submit a copy of the relevant certification document (e.g., certificate, diploma, attestation, or transcript) to the Academy's Human Resources Department and the educational division. The format of such documents is approved by the institution that conducted the training.

Responsibility for timely submission of these documents lies with the academic staff member and the Head of the Department. Academic staff members must submit a formal request to the Faculty Head (or, for general academic departments, to the Deputy Academy Commandant for Education) to have their professional development results recognized. This request must be accompanied by an extract from the department meeting minutes for approval by the Faculty (Institute) Academic Council. For general academic departments, such approval is granted by the Academy's Academic Council.

The results of professional development are recorded in an individual professional development record. Reporting documents, including the completed record and copies of the professional development certificates, are stored in the educational division and department and are used to compile the annual academic performance report.

2.34. Journal of Monitoring and Mutual Class Visits – Appendix 36.

This journal is designed to record the results of both monitoring and peer class visits conducted by department officials. It includes a list of all academic staff members assigned to teaching positions.

2.35. Working Program of the Academic Discipline (WPAD) – Appendix 37.

The working program of an academic discipline is a departmental document that defines the role and significance of a subject in the implementation of the relevant educational program. It outlines the objectives, sequence, and organizational formats of the discipline, the expected learning outcomes, assessment system, and information-methodological support.

The working program is approved by the Head of the respective Institute (Faculty) responsible for the preparation of students in the corresponding educational programs. The working program for doctoral students (PhD candidates) is approved by the Deputy Head of the Academy for Research Affairs.

If a discipline is taught to students enrolled in different educational programs but with identical content, credit distribution, class and independent work schedules, and final assessment formats, a single working program is developed. This program must be agreed upon by all Institute (Faculty) Heads responsible for the relevant educational programs, educational program guarantors, and approved by the Deputy Academy Commandant for Education.

If the prerequisites for studying a discipline differ by specialization, separate WPADs are developed and approved by the Head of the Institute (Faculty) responsible for military specialist training. If a department is subordinated to a specific Academy official (such as a Deputy Head overseeing general academic departments), the WPAD is approved by that official.

2.36. Development of Educational and Methodological Materials for Academic Components – Appendix 38.

To prepare and conduct academic sessions, the department develops educational and methodological materials for each assigned discipline. These materials and any modifications undergo discussion and approval at department meetings and must be validated by the Head of the Department before the start of the academic year.

A methodological guide is a departmental document that provides recommendations for academic staff on organizing and conducting lessons. It establishes a standardized approach to studying academic topics, identifies the most effective teaching methods, and specifies instructional strategies while allowing for individual instructor flexibility in achieving educational goals.

The methodological guide includes guidelines for instructors on conducting lessons. It is reviewed, approved at a department meeting, and validated by the Head of the Department. If the guide is developed by the Head of an Institute (Faculty)-subordinated department, it is approved by the Head of the Institute (Faculty).

2.37. Methodological Guide for Lectures – Appendix 39.
2.38. Methodological Guide for Laboratory Sessions – Appendix 40.
2.39. Methodological Development of a Practical Session – Appendix 41.
2.40. Methodological Development of a Group Session – Appendix 42.
2.41. Methodological Development of a Group Exercise – Appendix 43.
2.42. Seminar Session Plan for an Academic Discipline – Appendix 44.
2.43. Assignment for Seminar Preparation – Appendix 45.
2.44. Training Session Plan – Appendix 46.
2.45. Exercise Plan – Appendix 47.
2.46. Elective Course Plan – Appendix 48.
2.47. Military Game Plan – Appendix 49.
2.48. Assignments and Methodological Guidelines for Independent Study in an Academic Discipline – Appendix 50.
2.49. Assignments and Methodological Guidelines for Independent Study in an Academic Discipline (Student Assignments) – Appendix 51.
2.50. Logbook for Recording Completion of Control Works and Individual Assignments by Distance Learning Students – Appendix 52.

The logbook is maintained for the purpose of recording control works, course papers, essays, etc., assigned to students in distance learning programs.
Responsibility for maintaining the logbook and storing the works lies with the head of the training laboratory; in their absence, it falls on the person appointed by the head of the department. The retention period for completed works is one year.
The responsibility for checking, timely receipt, and return of works to the training laboratory (or the responsible person for storage) rests with the instructor in charge of the academic discipline.
The form is an A4 sheet (210 × 297 mm).

2.51. Annual Department (Cycle Commission) Report – Appendix 53.
This is the primary reporting document on the department's activities for the academic year in key areas of educational process management. It is reviewed at a department meeting.

2.52. Class Inspection Sheet – Appendix 54.
The senior leadership of the academy, institute, or faculty, upon inspecting academic sessions, fills out and submits the class inspection sheet to the academic department (or teaching division) no later than three days after the inspection.

2.53. Examination and Credit Program – Appendix 55.
To regulate the organization of final assessment in an academic discipline, the department develops an examination and credit program. This program is

discussed and approved at a department meeting and is endorsed by the department head.

2.54. Individual Record Card for Practical Training of a Student – Appendix 56.

The individual record card for practical training is maintained to monitor the actual completion of practical activities, such as shooting practice, armored vehicle driving, and parachute jumps by each higher military education student.

The record card is managed within the institute (faculty) training department by a clerk based on consolidated reports submitted by departments responsible for these practical training activities. Data is collected and entered into the record every semester.

At the end of the academic year, once all data is recorded, the card is printed and signed by the deputy head of the institute (faculty) for academic and research work – the head of the training department.

Upon completion of studies, the card is retained for one year.

Responsibility for organizing the maintenance of the card lies with the deputy head of the institute (faculty) for academic and research work – the head of the training department.

Responsibility for maintaining the record card lies with the assigned clerk.

Responsibility for providing accurate consolidated reports on the completion of practical activities (shooting, armored vehicle driving, parachute jumps) rests with instructors and department heads overseeing these training programs.

2.55. Reporting Materials on the Assessment of Students' Knowledge at the Academy, Institute (Faculty) Leadership Level – Appendix 57.

Based on the results of student knowledge assessments conducted at the academy, institute, or faculty level, reporting materials are compiled. These include:
- Content of the assessment,
- Schedule of comprehensive control tests for student knowledge assessment at the academy, institute, or faculty level for the academic semester of 20__–20__,
- Report on the results of the comprehensive control test of students' knowledge at the academy, institute, or faculty level.
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2.56. Compilation of Reporting Materials on the Methodological Activities of the Academy, Institute (Faculty, Department) for the Academic Year – Appendix 58.

Reporting materials on methodological activities of the academy, institute, faculty, or department for the academic year (including educational and methodological meetings, scientific-methodological conferences, pedagogical experiments,

demonstration, open, and trial lessons, lectures, reports, and presentations on teaching methodology, general and military pedagogy and psychology, scientific-methodological seminars, department meetings, and methodological commission sessions) are retained for the duration of the academic year in the educational department of the academy, institute, faculty, or department as reporting documents (including those from the previous academic year). These are kept in a separate file.

These materials include:
- Event plan,
- Organizational guidelines,
- Opening remarks by the event leader,
- Abstracts of reports and presentations from participants,
- Decisions, recommendations, and proposals.

To achieve the objectives of methodological activities, heads of structural units must ensure the implementation of the adopted recommendations within their scope of authority.

Plans for and methodological developments related to instructor-methodological and demonstration open classes are also considered reporting documents.

Each type of methodological activity should be supplemented with photo and video materials.

2.57. Curator's Pedagogical Diary – Appendix 59.

The **Curator's Pedagogical Diary** is a mandatory working document for the curator of a study group, reflecting their work with students.

2.58. Academic Performance Sheet – Appendix 60.

The academic performance sheet is used for taking and retaking exams, credits, etc.

Before an exam (credit), the academic department of the institute or faculty prepares an academic performance record sheet for the student in the prescribed form, in two copies. These copies are signed by the head of the institute or faculty and registered in the **"Journal of Academic Performance Records for Higher Education Students of the Institute/Faculty for the Academic Year."**

The first copy is stored in the academic department, and the second remains in the institute or faculty's educational office.

2.59. Information Notice on a Scientific (Scientific-Methodological) Conference – Appendix 61.

The head of the organizing committee prepares an **Information Notice on a Scientific (Scientific-Methodological) Conference** no later than three months

before the conference. This notice is sent to the heads of educational institutions (organizations, enterprises) invited to participate.

The notice outlines the requirements for the content and formatting of reports (presentations), deadlines for submission, and the contact details of the organizing committee.

This document format may be used for scientific (scientific-methodological) conferences at the institute or faculty level.

2.60. Preparation Plan for a Scientific (Scientific-Methodological) Conference – Appendix 62.

Based on the Commandant of the Academy order to hold a conference, the academic department (or educational division) develops a **Preparation Plan for the Conference**, which typically includes the following:
- A meeting to discuss conference preparation,
- Determination of the list of organizations participating in the conference,
- Drafting an information notice,
- Sending invitations and information notices,
- Receiving reports (responses) from conference participants,
- Drafting an order on conference organization,
- Preparing the conference agenda,
- Submitting requests for logistical support,
- Preparing a conference program,
- Arranging venues for plenary and sectional meetings,
- Checking conference readiness.

If necessary, the preparation plan may include additional activities.

This document format may be used for scientific (scientific-methodological) conferences at the institute or faculty level.

2.61. Program for a Scientific (Scientific-Methodological) Conference – Appendix 63.

The timeline for developing the conference program depends on its specifics. For instance, if external representatives are invited to deliver reports (presentations) at plenary sessions or sectional meetings, the program is finalized after receiving their confirmations.

In any case, the program must be approved no later than one month before the conference. It should include the **conference topic, venue, date, schedule, plenary and sectional session content.** The scientific-methodological conference is typically chaired by the Commandant of the Academy **(institute or faculty).**

If necessary, additional documents may be prepared before the conference, such as:
- A **list of participants** representing other educational institutions, enterprises, or organizations,

- **Section work plans**, signed by section heads and approved by the deputy head of the Academy for educational affairs (if sectional meetings are part of the program).

The conference begins (after participant registration) with the **adoption of the work schedule.** The conference chair then gives an **opening speech**, outlining the purpose and format of the conference and highlighting the relevance of the topics discussed.

This is followed by **reports, presentations, and discussions** at the plenary session. Afterward, sectional meetings are held, organized by related departments or research areas. Sectional meetings allow for more presenters and a broader discussion of topics.

Section heads are usually appointed from among the heads of institutes, faculties, or departments.

2.62. Schedule for a Scientific (Scientific-Methodological) Conference – Appendix 64.

To ensure efficient organization on the day of the conference, a **Conference Schedule** is prepared, outlining:
- Planned activities,
- Time of each session,
- Speaker (responsible person),
- Venue.

2.63. Recommendations of the Scientific (Scientific-Methodological) Conference – Appendix 65.

At the final plenary session, reports from section heads on the work of the sections are heard, recommendations of the scientific-methodological conference are adopted, and its results are summarized.

The conference recommendations are approved by the head of the academy (institute, faculty). If necessary, based on the conference results, a draft order from the head of the academy may be developed to implement the adopted recommendations.

2.64. Plan for Conducting a Scientific-Methodological Seminar with the Academic and Teaching Staff of the Academy (Institute, Faculty, Department) – Appendix 66.

The seminar plan is developed by the academic department (educational division, department) no later than two months before its scheduled date. It is signed by the deputy head of the academy (institute, faculty) for academic affairs, the deputy head of the department, and approved by the head of the academy (institute, faculty, department). Other units (institutes, faculties, departments, research

divisions, etc.) may be involved in its development. The plan specifies the topic, purpose, time, venue, and procedure for conducting the seminar.

The seminar includes the following activities:

- Opening speech by the seminar leader;
- Presentations (speeches) of seminar participants (indicating their position, academic degree, academic and military rank, full name, and the topic of the presentation/speech);
- Closing speech by the seminar leader;
- Adoption of recommendations;
- Other necessary measures.

2.65. Organizational Guidelines for Preparing a Scientific-Methodological Seminar with the Academic and Teaching Staff of the Academy (Institute, Faculty, Department) – Appendix 67.

After the seminar plan is approved, the academic department, educational division, and the department head prepare **organizational guidelines for the seminar's preparation.** These guidelines are signed by the deputy head of the academy for academic affairs, the deputy head of the institute (faculty) for academic and research work (head of the educational division), and the department head. The guidelines specify the requirements for participants' presentations (speeches), formatting rules, and deadlines for submission.

2.66. Recommendations of the Scientific-Methodological Seminar – Appendix 68.

At the end of the seminar, the participants adopt **recommendations,** the draft of which is prepared by the organizing committee. The recommendations should not include a **descriptive part** but should be specific, outlining measures, responsible persons, and deadlines.

If necessary, based on the seminar's results, a **draft order from the head of the academy** (or directive from the head of the institute or faculty) may be developed for the implementation of the adopted recommendations.

2.67. Plan for Conducting an Interdepartmental, Educational-Methodological (Methodological) Meeting in the Academy (Institute, Faculty, Department) – Appendix 69.

The plan for conducting an educational-methodological (methodological) meeting must specify its **topic, purpose, time, venue, participant list, and procedure.** It is signed by the meeting leader and approved by the immediate supervisor.

Plans for interdepartmental meetings under the Academy's plan are approved by its head, while those within institutes and faculties are approved by their respective heads.

2.68. Organizational Guidelines for Preparing an Interdepartmental, Educational-Methodological (Methodological) Meeting with the Academic and Teaching Staff of the Academy (Institute, Faculty, Department) – Appendix 70.

After the meeting plan is approved, the academic department of the academy (or the educational division of the institute/faculty) prepares **organizational guidelines** for the methodological meeting. These are signed by the **deputy head of the academy for academic affairs, deputy heads of the institute (faculty) for academic and research work (heads of educational divisions), and deputy department heads.**

The guidelines specify the requirements for participants' presentations (speeches), formatting rules, and deadlines for submission.

2.69. Resolution of the Interdepartmental, Educational-Methodological (Methodological) Meeting of the Academy (Institute, Faculty, Department) – Appendix 71.

The meeting concludes with a **summary of its results.** The leader of the methodological meeting must analyze the presentations and express their opinion on the topic discussed.

Afterward, participants adopt a **resolution,** which is signed by the meeting leader.

Resolutions must be **specific,** clearly stating **what needs to be done, by whom, and within what timeframe.**

2.70. Record of Academic Difference Completion by a Student – Appendix 72.

The record is prepared in **two copies** by the educational division of the institute or faculty.

2.71. Individual Schedule for Completing Academic Differences by a Student – Appendix 73.

The **individual schedule for completing academic differences** is prepared in two copies by the educational division of the institute or faculty.

2.72. Set of Comprehensive Control Assignments for Assessing Students' Knowledge Levels – Appendix 74.

During accreditation self-assessment, accreditation expertise, inspections, **and comprehensive evaluations of the Academy**, as well as during knowledge control at the level of the **academy, institute, faculty, or department leadership,** the **residual knowledge, skills, and competencies** of higher education students are assessed.

To ensure an **objective and high-quality evaluation,** each department of the Academy develops **sets of comprehensive control assignments (CCA)** for every academic discipline.

The methodological foundation of **CCAs** is based on the **requirements for the level of knowledge, skills, competencies, and other qualifications** defined for the respective **higher education level and specialty under the relevant educational program.**

A **CCA package** is a **set of documents** designed to ensure an **objective assessment of students' residual knowledge in an academic discipline.**

The **CCA package includes:**

- Comprehensive control assignments for assessing students' knowledge;
- **Annotation** of comprehensive control assignments for the discipline;
- **Review** of comprehensive control assignments for the discipline;
- **Control tasks** for assessing students' knowledge at the ___ semester level;
- **Comprehensive control test** for assessing students' knowledge at the ___ semester level;
- **Record of completion** of comprehensive control assignments at the specified level;
- **Answers (test keys)** for control tasks in comprehensive control assignments for the ___ semester level.

CCA control tasks are a **set of standardized questions (tests)** requiring students to demonstrate their ability to apply **integrated knowledge of the discipline's syllabus.** The **number of tasks** in a CCA variant is determined by the **responsible department.**

Requirements for the Composition and Content of KKR Packages

Control tasks (CT) should:

- Cover all program material of the academic discipline for the semester;
- Have the number of variants 1-2 more than the number of higher education seekers simultaneously performing the KKR (but no less than 30 variants);
- Have the same structure (in terms of the number of questions or tests), be of equivalent difficulty, and the labor intensity should correspond to the allotted control time (80-90 minutes);
- Minimize, where possible, non-productive time spent on auxiliary operations, intermediate calculations, etc.;
- Use terms, names, and notations familiar to higher education seekers.

All KKR tasks must have a professional (specialized) focus and require higher education seekers to not merely reproduce knowledge of individual topics and sections of the academic discipline, but to integrate and apply this knowledge.

When developing criteria for assessing KKR performance, the basis should be the completeness and accuracy of task completion, while considering the ability of higher education seekers to:

- Generalize acquired knowledge to solve specific tasks;
- Apply rules, methods, principles, and laws in specific situations;
- Analyze and evaluate facts, events, and draw substantiated conclusions;
- Interpret diagrams, graphs, charts;
- Present material logically, coherently, and in compliance with standards.

In addition, it is necessary to consider that the maximum number of points awarded for completing a specific question (test) of the CT must be defined and reflect its importance and level of difficulty.

The reference literature list includes tables, catalogs, directories that do not contain calculation methods or descriptions of processes and phenomena.

KKR packages are developed by the respective departments of the Academy and are used:
- To adjust educational and professional programs, academic discipline programs, and work curricula and to improve the organization of the educational process;
- During accreditation expertise to evaluate the quality indicators of the preparation level of higher education seekers;
- During control by the leadership of the academy, institute, faculty, and department to assess the quality of the preparation of higher education seekers;
- During inspections of the Academy, complex checks of faculties, etc.

The development of KKR packages is entrusted to the scientific and pedagogical staff of the department teaching the relevant academic discipline.

The developed KKR package is reviewed and approved at a meeting of the Academy's Academic Council, the Institute's or Faculty's Academic Council, or the department (subject-methodical commission), signed by the head of the Institute, Faculty, head (chairperson) of the department, and approved by the Commandant of the Academy.

The KKR package is stored in the department for the entire term of the working program of the academic discipline. If necessary, the KKR package can be revised and approved in accordance with established procedures before the start of the new academic year.

2.73. Control Task for Checking the Knowledge Level of Higher Education Seekers – Appendix 75.

Used during the knowledge assessment of higher education seekers.

2.74. Schedule for Conducting Comprehensive Control Work to Check the Knowledge Level of Higher Education Seekers at the Academy or Institute, Faculty – Appendix 76.

Planning document for conducting comprehensive control work to check the knowledge level of higher education seekers at the Academy or Institute, Faculty.

2.75. Report on the Results of Comprehensive Control Work by Higher Education Seekers – Appendix 77.
Prepared based on the results of completing the comprehensive control work by higher education seekers.

2.76. Results of Conducting Comprehensive Control Work to Check the Knowledge Level of Higher Education Seekers at the Academy, Institute, Faculty – Appendix 78.
Statistical data (number of grades, average score) based on the results of conducting comprehensive control work to check the knowledge level of higher education seekers at the Academy, Institute, Faculty.

2.77. Teacher's Record Book for the Academic Year – Appendix 79.
If necessary, it is maintained by the scientific and pedagogical staff for individual record-keeping of the academic progress of the education group.

2.78. Forms of Documents for Planning and Reporting on Scientific and Scientific-Technical Activities:
  ● Proposals for the plan of scientific and scientific-technical activities – Appendix 80. Proposals for the creation of scientific and scientific-technical products, accompanying events for the planned period, etc., are submitted for review and approval by the institutes, faculties, and general academic departments annually by October 17;
  ● Plan for scientific and scientific-technical activities – Appendix 81. The plan is filled out based on the approved proposals for the scientific and scientific-technical activities plan and submitted for approval annually by January 16;
  ● Report on the implementation of the scientific and scientific-technical activities plan – Appendix 82. The report is submitted annually by January 9 by the institutes, faculties, and general academic departments. The forms indicate the produced scientific and scientific-technical products, conducted events for the reporting period, etc.

2.79. Individual Work Plan of the Teaching Staff for the Academic Year – Appendix 83.
The individual work plan of the teaching staff for the academic year must be prepared and approved before the start of the academic year. The plan specifies all planned and actual activities. It includes educational, methodical, and

organizational activities. The individual work plan is approved by the direct supervisor of the teaching staff. The individual plan is stored in the structural unit where the teacher works as a reporting document. The retention period is determined by the relevant regulatory documents of the Ministry of Defense of Ukraine.

3. FINAL PROVISIONS

The regulations are approved by the Academic Council of the Military Academy, introduced by the order of the Commandant of the Military Academy, and come into force upon its approval. Changes and additions to this regulation are made by approving a new version of the regulation by the Academic Council of the Military Academy.

Deputy Academy Commandant for Education, Colonel O. Maslii
" " _____ 2025